University of Wisconsin – Green Bay Budget and Planning Timeline

- **8/31** – Review established university-wide metric results and communicate budget process timeline to campus
- **9/15** – Capital requests for next fiscal year due to Facilities
- **9/15** – Strategic priorities and strategic compensation funding communicated to campus
- **10/15** – 131 funded instructional position requests due to academic deans
- **10/15** – 131 funded instructional position requests due to Provost (subject to tuition revenue projections)
- **11/15** – Proposals for strategic priorities due to Area Leaders
- **11/15** – Auxiliary unit budgets due, Seg Fee funded operations presented to SUFAC during month of Jan.
- **12/23** – Strategic priority proposal recommendations due to Cabinet
- **1/31** – Compensations requests for next fiscal year due to PRC
- **1/7** – Auxiliary unit budgets due, Seg Fee funded operations presented to SUFAC during month of Jan.
- **6/1** – Carry forward requests due to Budget Office
- **6/1** – Instructional position requests due to academic deans
- **6/1** – Review budget timeline and distribute to begin budget process
- **7/31** – Begin internal planning meetings to review expectations for current year
- **7/15** – Instructional position requests due to Provost
- **7/15** – Strategic priorities and strategic compensation funding communicated to campus
- **8/31** – Preliminary PR Balance projected spending plans due to Budget Office
- **8/31** – Fee Change Requests due to Budget Office
- **8/31** – 131 funded instructional position requests due to academic deans
- **9/15** – Proposals for strategic priorities due to Area Leaders
- **9/15** – Capital requests for next fiscal year due to Facilities
- **11/15** – Auxiliary unit budgets due, Seg Fee funded operations presented to SUFAC during month of Jan.
- **12/23** – Strategic priority proposal recommendations due to Cabinet
- **1/31** – Compensations requests for next fiscal year due to PRC
- **3/30** – Review and confirm final budget, send to Cabinet
- **3/30** – Consolidate and present final budget to SBC
- **3/30** – Review and confirm final budget, send to Cabinet
- **4/30** – Cabinet communicates use of strategic funds for current fiscal year

**Updated 12.16.21**
University of Wisconsin – Green Bay Reporting and Forecasting Timeline

10/1 – Current year projection updated with 10 day Fall student FTE

11/15 – Current fiscal year PR Balance spending plan from division heads due

1/31 – Mid-year budget-to-actual reporting by division and campus wide

2/28 – Current year projection updated with 10 day Spring student FTE

8/31 – Prepare prior year Financial Statement and present to SBC and Cabinet

10/31 – Provide historical budget-to-actual reports to division leaders

10/31 – Present prior year financial report to campus

4/15 – Post preliminary summary of next year’s budget to Budget website

4/30 – 3rd Quarter budget-to-actual reporting by division and campus wide

May | June | July | August | September | October | November | December | January | February | March | April

- Reporting
- Forecasting
### University of Wisconsin – Green Bay Submission to UW System Timeline

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>May</td>
<td>7/9 – Tuition Model for upcoming academic year due</td>
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<tr>
<td>June</td>
<td>Early January – Multi-year forecast due</td>
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<tr>
<td>July</td>
<td>Early December – Current year forecast due</td>
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<tr>
<td>August</td>
<td>Early November – Fall AFIR due</td>
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<tr>
<td>September</td>
<td>2/26 – Preliminary Auxiliary rates due</td>
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<tr>
<td>October</td>
<td>4/1 – Final campus budget due</td>
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<tr>
<td>November</td>
<td>April – Spring AFIR due</td>
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<tr>
<td>December</td>
<td>System Submission Due</td>
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